

# ENTOMOLOGICAL SOCIETY OF AMERICA BOARD CERTIFICATION PROGRAM

## Request for Recertification, Entomological Society of America BCE Program

c/o Wells Fargo Bank; PO Box #718954,

Philadelphia, PA 19171-8954

(alternatively: send to ESA; 170 Jennifer Rd, Suite 230; Annapolis, MD 21401-7995)

Phone: 301-731-4535

E-Mail: [bce@entsoc.org](mailto:bce@entsoc.org) • URL: [www.entsoc.org/certification/bce/](http://www.entsoc.org/certification/bce/)

BCE Certification #: _____
Years covered (3-year period) _____

Name \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Email address(es) \_\_\_\_\_

Telephone Number(s) Home \_\_\_\_\_

Work \_\_\_\_\_

Mobile \_\_\_\_\_

Please specify the specialties in which you are certified:

1) \_\_\_\_\_ 3) \_\_\_\_\_

2) \_\_\_\_\_ 4) \_\_\_\_\_

I hereby certify that the attached record of my continuing entomological education is correct to the best of my knowledge. I further state that I have continued to abide by the Board Certified Entomologists Code of Ethics. With submission of this document, I hereby request recertification with the ESA Board Certification Program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Professional Maintenance and Certification Program

Board Certified Entomologists are required to provide a record of CEUs to prove currency in the field every three years for revalidation of certification. The Professional Maintenance and Certification (PM&C) program is based on two categories of activities: (1) category A, continuing education and (2) category B, professional participation. An individual is required to accumulate 120 continuing education units with a minimum of 72 CEUs in category A and the remaining 48 CEUs in either category A or B.

- 1) Please read this PM&C booklet carefully before you begin to complete the form. A summary of the activities and number of CEUs that you may claim credit for is provided in Table 1 on page 4. Pages 5 through 17 of this booklet provide tables for each category in which to record the details of your continuing education activities. Please record the day, month, year you participated in activity, activity title, contact or credit hours, and number of continuing education credits in the appropriate columns.
- 2) **Do not submit substantiating documentation at this time;** however, if your record of continuing education units is randomly selected for audit you may be required to provide documentation.
- 3) A computer-generated record of your CEUs may be submitted in place of the PM&C forms, providing the CEUs are listed by category with the required information.
- 4) Check to make sure the booklet has been completed and that all personal information is included on page 1. If you use additional sheets or a computer-generated form, be sure your certification number is on every page.
- 5) Keep a copy of the completed forms for your files.
- 6) Complete the reporting booklet and submit with your revalidation fee to the address below. Please note that you are **STRONGLY ENCOURAGED** to submit the form electronically rather than in paper format:  
Entomological Society of America  
Professional Maintenance and Certification Board  
170 Jennifer Road, Suite 230  
Annapolis, MD 21401-7995  
bce@entsoc.org

Your request for revalidation will not be considered for approval unless it is complete and is accompanied by the required fee.

- 7) Persons whose certification numbers are randomly selected for audit will be notified.

If you have any questions about Professional Maintenance and Certification program or if you need assistance completing any aspect of the PM&C forms, contact us by email at [bce@entsoc.org](mailto:bce@entsoc.org)









**CATEGORY A: Continuing Education**

**ACTIVITY #4: CREDENTIALING & LICENSING EXAMINATIONS**

4 credits per exam, maximum of 16 credits per year can be claimed. Entomologists may receive credit for study, preparation, and passing each specialty certification/recertification examination related to the work needs of the participant. Credit is granted only for the year in which the examination was passed.

Mo/Day/Yr	Provider & City, State	Activity Title	CEUs Requested	CEUs Approved

**ACTIVITY #5: SPECIAL ACTIVITIES**

Special activities must be pre-approved for credit through petition to the Professional Maintenance and Certification Committee. This category has been established for those practitioners who believe they are involved in professional activities not covered by any of the defined categories. An appropriate narrative and documentation is required. These could be projects either self-initiated or employer-initiated. You may attach additional sheets as necessary.

Mo/Day/Yr	Provider & City, State	Activity Title	Total Contact Hours	CEUs Requested	CEUs Approved







**CATEGORY A: Continuing Education**

**ACTIVITY #8: EXCEPTIONAL (MERITORIOUS) LEARNING EXPERIENCES/SABBATICAL/  
TEMPORARY FOREIGN ASSIGNMENT**

1 CEU can be claimed per month (minimum of 2 contact weeks), but no more than 12 credits per year can be claimed for activity #8. Entomologists may report exceptional or unusual educational activities that they believe merit credit, including special projects, discoveries in the field of entomology, research or applied breakthroughs in understanding or coping with entomological problems, job-related visits to exemplary programs in a foreign land, participating in foreign seminars, and programs by universities or organizations. Such activities must be documented and will be considered on an individual basis by the Professional Maintenance and Certification Committee. Descriptions of the activity (including educational objective, faculty, program content, education method and evaluation procedure, proof of participation or certificate) are required. Following the activity, a group of participants requesting credit for the same experience may collectively submit appropriate documentation for review and committee action.

<b>Mo/Day/Yr</b>	<b>Provider &amp; City, State</b>	<b>Activity Title</b>	<b>Total Activities</b>	<b>CEUs Requested</b>	<b>CEUs Approved</b>

**Total CEUs Category A** \_\_\_\_\_









**CATEGORY B: Professional Participation**

**ACTIVITY #7: HONORS & AWARDS**

2 credits can be claimed per honor or award received. No more than 8 credits (or 4 honors or awards) can be claimed per year. Credit can be awarded for receiving honors or awards in the entomological profession where the entomologist is recognized for outstanding contribution.

<b>Mo/Day/Yr</b>	<b>Organization Granting Award/Honor</b>	<b>Title</b>	<b>CEUs Requested</b>	<b>CEUs Approved</b>

**ACTIVITY #8: SPECIAL ACTIVITIES**

The activity must be pre-approved for credit through petition to the Professional Maintenance and Certification Committee. This category has been established for those practitioners who believe they are involved in professional activities not covered by any of the foregoing categories. An appropriate narrative or documentation is required. These can include projects either self-initiated or employer-initiated.

<b>Mo/Day/Yr</b>	<b>Provided To</b>	<b>Activity Title</b>	<b>Total Activity Hours</b>	<b>CEUs Requested</b>	<b>CEUs Approved</b>

**CATEGORY B: Professional Participation**

**ACTIVITY #9: COMMUNITY SERVICES/TESTIMONY GIVEN**

4 CEUs can be claimed for each community service or testimony given. Maximum 8 credits/year. Participants who provide expert testimony that entails use of scientific and professional skills or who provide a positive influence in community affairs such as city council, planning commissions, museum board, scientific groups, etc., can claim credit for such activity. Additional events in this category include presentations to service organizations, clubs, or schools, serving as an "Insect Life" merit badge counselor for Boy or Girl Scouts, judging science fairs or 4H entomological displays or other entomologically related community services.

<b>Mo/Day/Yr</b>	<b>Provided To</b>	<b>Activity Title</b>	<b>Total Activity Hours</b>	<b>CEUs Requested</b>	<b>CEUs Approved</b>

**Total CEUs Category B** \_\_\_\_\_

**Total CEUs for Category A & B** \_\_\_\_\_